



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS:	Office Assistant (T)
TENURE:	Permanent
TIME BASE:	Full-Time
SALARY:	\$2073 - 2733 – Office Assistant (T) (Range A & B)

POSITION:

Under supervision of the Staff Services Manager I, the Office Assistant performs a variety of the clerical duties for the Fiscal Services Unit, Business Services Unit and Personnel Office for the State Treasurer's Office and Authorities.

DESCRIPTION OF ESSENTIAL DUTIES:

- Provides the clerical support to the Personnel Office such as originating correspondence and preparing statistical and summary reports; keeping and updating departmental attendance records for all employees; personally giving out information on Administration policies and procedures; preparing job opportunity bulletins and examination announcements; preparing and filing confidential information.
- Develops, reviews, updates, and implements office procedures; updates clerical support log instructions to ensure compliance with changing policies and procedures; updates manuals, laws and rules and policy manuals; files memos, letters and correspondence; and maintains the Administration computer public read drive by transferring files and updating bulletin sheets.
- Provides clerical support to the Fiscal Services, reconciling monthly phone bills and compiling reports, logging incoming checks to the Fiscal Services Unit and preparing a daily report.
- Provides backup duties to the receptionist and mail clerks as needed; provides support to Business Services in the area of data entry, processing 210's and ordering of forms from Office of State Printing.
- **THIS POSITION REQUIRES THE ABILITY TO LIFT UP TO 50 LBS.**

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Ability to use IBM Computer and Microsoft products.
- Ability to work under pressure and handle multiple priorities.
- Ability to communicate effectively.
- Willingness to follow a prescribed routine.
- Good attendance, neatness and personal appearance
- Courtesy and tact.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and have SROA/Surplus eligibility as an Office Assistant (T) may apply.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply.

Please state the source of your eligibility (i.e., SROA or surplus employee). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, list the number "820-200-1379-006" next to the classification on your application/resume, i.e., Office Assistant (T) (820-200-1379-006).

FINAL FILING DATE:

Applications will be accepted **until filled**. Applications will be screened and only individuals with the best qualifications will be interviewed.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-3100 or TDD (916) 654-9922.